higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College

Enquiries: L. Mnyukana Tel:039 940 2142 Ext 120

RE - ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
PROFESSIONAL SERVICES: APPOINTMENT OF AN AUCTIONEER FOR THE COLLEGE ASSETS	INGWE/182/2026	DATE: 06/11/2026	TECHNICAL: MS. B. NTSHABA TEL: 039 940 2142 SCM: MR. L. MNYUKANA TEL: 039 940 2142

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation may be hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to lmnyukana@ingwecollege.edu.za**

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Proof of a valid membership registration from SAIA or the recognized body Auctioning Profession**.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted**.

EVALUATION CRITERIA

Stage 1 - Functionality (Attached)
Functionality will be evaluated based on capacity and experience, bidders who do not meet the minimum functionality assessment of 70% out of 100% will be considered non- responsive and will not be evaluated further.

The 80/20 preferential procurement point system will be applied as the project is estimated to be more than **R30 000.00.**
Stage 2 – Price and Specific Goals

Price	-	**80 point**
Specific goals	-	**20 points**

"On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023"

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	8	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	• ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	2	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	2	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

NB: SPECIFICATION ATTACHED

SIGNATURE _____ Published on: **29 October 2026**

1. Experience			
(a) Number of clients (Contactable references) or list of similar projects that the bidder has successfully undertaken in the past five years.			
More than 5 clients	50 points	A minimum of at least three (03) reference letters from satisfied previous clients that have been serviced in the past five years should be provided, the submission must be on the relevant client's letterhead and signed. Contact details of clients should be also provided. **NB: 0 points will be claimed where submitted reference clients cannot be contacted. Appointment letters without reference letters will not be considered.**	50
4 to 5 clients	40 points		
3 clients	30 points		
0-2 clients	0 points		
2. Expertise			
(a) Project Leader with experience and relevant qualification and comprehensive CVs should be attached			
4 and above' experience and qualifications.	15 points	Attach CV and certified copy of ID and qualifications of the Project Leader depicting at least a minimum of three (3) years' experience in leading similar projects. **NB: 0 points will be claimed where the above is not attached and not certified will not be considered (certification should have a period of six months).**	15
3 to 4 years' experience and qualifications.	10 points		
2 - 3 years' experience and qualifications.	05 points		
0-2 years' experience and qualification	0 points		
(b) Proof of a valid membership registration			
Attached	25points	All bidders should provider a valid copy of certified proof of a valid membership registration from **SAIA** or the recognized body Auctioning Profession. **NB: 0 points will be claimed where the above is not attached and not certified will not be considered (certification should have a period of six months).**	25
Not attached	00 points		
3. Methodology			
Demonstrate understanding of project, clear timelines, targets, cash flow and audit engagement strategy.	10 points	Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage work, which should include the process of taking and handling back of work areas. The service provider must demonstrate knowledge of activities outline in the project.	10
Demonstrate understanding of project, clear timelines, and targets.	05 points		
Incomplete, inadequate and inaccurate project.	0 points		
TOTAL			100 POINTS

Enquiries: B Ntshaba bntshaba@ingwecollege.edu.za Tel: 039 940 2142 Ext:129

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN AUCTIONEER

1. Project description

Ingwe TVET college is requesting proposals from a service provider (s) for the provision of auctioneer services in Mt Frere, Lusikisiki, Bizana and Matatiele.

2. Project Background

The college has identified a number of moveable assets that are no longer useable in the college duc to their condition, and therefore, a need to appoint an auctioneer to assist in the process of disposing these assets was dccided. The college would like to appoint a registered professional service provider (s) to dispose the college's moveable assets.

3. Scope of work

Disposal of the following:

3.1 Computer Equipment

3.2 Furniture and Fittings

3.3 Other Equipment

3.4 Redundant vehicles including the college bus

3.5 Scrap metal

4. General Information

4.1 Auctioneer's commission or fee is payable by Ingwe college

4.2 No buyer's commission is to be charged by the auctioneer

4.3 The auction (s) will take place on a date (s) set by the college and the auctioneer

4.4 Auctions will be conducted in Mt Frere, Bizana, Lusikisiki and Matatiele

4.5 The college will make available a preliminary list of moveable assets to be auctioned before each auction.

4.6 No offer may be accepted by the auctioneer before or after the bid has been allocated at the auction

4.7 All prices will be VAT exclusive and this should be announced by the auctioneer as part of sales condition.

4.8 The college reserves the right to award a portion or the whole contract to one or more successful bidder (s)

5. <u>The service provider will be responsible for:</u>

5.1 Placement of advertisements for the auctions in newspapers and will be reimbursed to the auctioneer at actual cost

5.2 Marking and arranging of items to be sold at the site of the auction

5.3 Registering of potential bidders and the collection of the amount payable by bidders, with regard to items sold

5.4 The proceeds of the auction must be paid within seven (7) working days after the auction date.

Ms. B. Ntshaba
Acting ASD: Supply Chain & Assets Management
Date 12/10/2026